

## 明愛賽馬會樂仁學校 家長通告 – 家長須知

為讓家長/監護人了解學校的運作，請細閱以下的須知事項，並與學校配合，為學生提供更好的學習環境。

### 1 教育目標：

- 1.1 為嚴重智障及多重弱能學童提供優質教育及訓練，減少學童對他人的依賴，使他們能融入社會生活。
- 1.2 強化家長對嚴重智障及多重弱能學童的了解與接納，進一步發展家庭內外資源以培育其子女。
- 1.3 提高社會人士對弱能人士之了解及幫助，推廣傷健共融精神。

### 2 學校家長日及家訪：

- 2.1 家長請按時出席學校家長日。
- 2.2 每年教職員均會進行家訪，或與家長商談，協助家長瞭解學生的學習情況及學校發展。

### 3 家長教職員會：

- 3.1 請家長積極參與家長教職員會的活動，加強家校溝通及聯繫。

### 4 學校上課時間：

- 4.1 週一至週五上午九時十五分至下午四時。
- 4.2 如天文台懸掛颱風訊號或暴雨警告或有特別情況，上課安排按教育局宣佈為準。

### 5 收費：

- 5.1 學生需繳交文具教材費（上學期\$150、下學期\$125）及非標準項目收費（上學期\$150、下學期\$150），每年分兩次繳付（上學期兩項共收費\$300、下學期兩項共收費\$275）。
- 5.2 學生在校就讀期間，無論因任何理由而中途退學，學校概不退還已繳之費用。
- 5.3 如家長經濟上有困難，未能繳付費用，歡迎與社工聯絡。

### 6 告假：

- 6.1 學生不得無故缺席。
- 6.2 如有特別事故，學生不能上課，家長須事先通知學校，如未獲批准而自行缺席一段時間及無充分理由者，學校有權取消其學籍。
- 6.3 如學生染上傳染病，家長必須確保其徹底痊癒，方可回校上課，以避免傳染其他學生。

7 交通服務：

- 7.1 學校為方便家長接送學生回家或就診，設有校巴服務；校巴服務需酌量收費。
- 7.2 請家長依照指定時間及地點等候校巴，逾時自誤。
- 7.3 如有需要更換接送人員，家長必須預先通知學校社工，以免引起雙方不便。

8 緊急事項：

- 8.1 如學生在學校遇有意外或急病，學校有權按當時情況作適當處理，並將學生立即送回明愛醫院。
- 8.2 如學生外出活動時遇有意外或急病，學校會因應學生的情況作即時處理，需要時會安排學生返回明愛醫院或電召救護車。

9 藥物處理：

- 9.1 學校護士只會餵食由明愛醫院兒童復康發展部(DDU)提供的藥物。

10 清潔與健康：

- 10.1 家長請定期為學生修剪指甲及理髮，並替學生添置適當的衣物。

11 戶外活動：

- 11.1 學校為增進學生之身心健康及生活知識，除日常校內學習活動外，亦舉辦各類型之戶外活動。學校會按家長在學生入學時所填寫的意願安排學生參與戶外活動。如家長欲更改有關意願，請儘快通知級任/社工。
- 11.2 學校另會考慮學生的安全及健康情況，決定學生是否適宜出席。
- 11.3 戶外活動期間，如遇學生的身體情況需要電召救護車送往醫院治理，教職員會陪同學生入院，學校並會通知家長/監護人及明愛醫院學生所屬病房，報告學生的情況。若家長曾簽署及持有非住院病人「不作心肺復甦術」文件，請帶同文件前往醫院，以便醫護人員依循指示為學生進行治療。

12 通訊：

- 12.1 家長每次到校須檢視書包，並翻閱及簽署手冊上有關通告。
- 12.2 如住址及電話有更改，請即聯絡學校社工或級任，以便更正。

13 退學：

- 13.1 學生離開明愛醫院兒童復康發展部(DDU)定必自動退學。

14 聽覺服務：

- 14.1 家長必須陪同學生前往接受教育局提供的聽覺服務。

15 拍攝及攝錄：

- 15.1 學校會拍攝及攝錄學生的學習及治療情況，作為檢視教學及治療成效，亦為校內專業交流之用。
- 15.2 如獲家長同意，學校會拍攝及攝錄學生的學習及治療情況，作為公眾教育或專業教育用途。

16 其他：

- 16.1 由於學生亦為明愛醫院病童，為方便照顧學生及跟進學生成長，學校會與醫院溝通學生學習及健康情況，並把學生的學習報告交予明愛醫院。
- 16.2 學校教職員不可在工作上索取或收受任何金錢或禮物等利益，收與受均犯上防止賄賂條例，皆被檢控。
- 16.3 學校根據教育局通告，制定校園性騷擾政策，法團校董會不容許屬下資助學校有性騷擾行為的出現。性騷擾一旦發生，校內任何人都有權投訴。
- 16.4 學校鼓勵家長透過各種渠道，向學校表達意見和抒發感受，但即使學校已有機制及溝通渠道，亦可因應情況，向學校作出提訴。故此，學校引進教育局「優化學校投訴管理先導計劃」制定「學校處理投訴指引」，以便有需要時可作出適切的跟進。家長可從學校網頁的學校資料欄內，查閱有關指引。
- 16.5 學校歡迎家長就學生學習、治療、校務等提出意見，如有意見，歡迎與級任、社工或校長聯絡。學校電話：27424470。家長亦可透過學校網頁 [www.lys.edu.hk](http://www.lys.edu.hk)，查閱各項通告及學校資料。
- 16.6 學生入學前，家長會填妥教育性攝錄、使用約束衣物、參加校外學習活動等同意書。如家長欲查詢有關內容或更改有關意願。歡迎與級任、社工或校長聯絡。
- 16.7 請留意學校每學年初派發的家長須知。

此致

各位家長/監護人



明愛賽馬會樂仁學校 謹啟

2021年9月1日

**Caritas Jockey Club Lok Yan School**  
**Notice to Parents - Notes for Parents**

In order to let parents/guardians understand the operation of the school and provide students with a better learning environment, please read the following notes carefully and cooperate with the school.

1. Educational Goals:
  - 1.1 Provide quality education and training for students with severe intellectual disability and multiple disabilities so as to reduce their dependence on others and enable them to integrate into the society.
  - 1.2 Increase parents' understanding and acceptance of students with severe intellectual disability and multiple disabilities, for further development of internal and external family resources to nurture their children.
  - 1.3 Improve the understanding and help of the community to the disabled, and promote disability inclusion.
  
2. School Parents' Day and Home Visit:
  - 2.1 Parents please attend the school parents' day on time.
  - 2.2 The school staff will conduct home visits or hold talks with parents every year to increase parents' understanding of students' learning situation and school development.
  
3. Parent-Teacher Association:
  - 3.1 Parents are encouraged to participate actively in the activities of the Parent-Teacher Association to strengthen home-school communication and contact.
  
4. School Hours:
  - 4.1 Monday to Friday from 9:15 am to 4 pm.
  - 4.2 If the typhoon or rainstorm signal is hoisted or if there are special circumstances, the class arrangement will be subject to the announcement of the Education Bureau.
  
5. Fees:
  - 5.1 Tuition fees are set by the Education Bureau. Please refer to the tuition notice for details.
  - 5.2 Students are required to pay for stationery materials (\$150 for the first semester and \$125 for the second semester) and non-standard items (\$150 for the first semester and \$150 for the next semester), which are paid twice per year (the two fees for the first and second semester are \$300 and \$ 275 respectively).
  - 5.3 During the period of enrollment at the school, the fees will not be refunded regardless of any reasons for dropping out.
  - 5.4 If parents cannot pay the fees due to financial difficulties, please contact the school social worker.
  
6. Leave:
  - 6.1 Students shall not be absent without official leave.
  - 6.2 If students cannot attend classes due to special circumstances, parents must notify the school in advance with sufficient reasons in order to avoid missing classes. If the

student continues to be absent from school for no reasonable reason, the school will notify the Education Bureau according to the mechanism.

- 6.3 If students are infected with infectious diseases, parents must ensure that they are completely cured before returning to school to avoid infecting other students.

7. Transportation Services:

- 7.1 The school provides school bus service, parents should cooperate with the school bus service guidelines for picking up students.

8. Urgent Matters:

- 8.1 In order to protect students' health and safety of the student, if the student encounters an accident or emergency at school, parents should authorize the school to make the necessary and reasonable arrangements to handle the situation promptly. Especially when the student needs to be sent to the emergency department immediately while the parents are not able to visit the hospital.
- 8.2 If the student encounters an accident or emergency during outdoor activities, the school will take immediate action according to the situation and will request for ambulance service if needed.

9. Medicines and Personal Care Products:

- 9.1 School nurses will only feed drugs prescribed by registered medical practitioners/specialist out-patient medical practitioners.

10. School Uniforms and Personal Hygiene:

- 10.1 Parents should regularly help students trim their nails and do haircuts.

11. Extramural Learning Activities:

- 11.1 In order to improve students' physical and mental health and enrich their life experiences, in addition to daily school learning activities, the school holds a variety of outdoor learning activities every year. Students will be arranged to participate in outdoor activities according to the wishes of parents. If parents want to change their wishes, please notify the class teacher/social worker as soon as possible.
- 11.2 The school will also consider the safety and health of the students and decide whether the students are suitable to attend.
- 11.3 During the activities, if the student's condition requires an ambulance service to transfer to the hospital for medical treatment, the staff will accompany the student to the hospital, and the school will contact the parent/guardian to report the student's situation. If the parents have signed and hold the Hospital Authority's "DNACPR form for non-hospitalized patients", please take the document to the hospital so that the medical staff can follow the instructions.

12. Communication:

- 12.1 Parents must check the school bag and sign the handbook and related notices.
- 12.2 If there is a change in the address and telephone number, please contact the school social worker or class teacher as soon as possible for amendment.

13. Withdrawal:

- 13.1 If parents want to withdraw their students from the enrollment of the school, please communicate with the school social worker and inform the school in writing to allow the school to report the withdrawal information to the Education Bureau.

14. Hearing Services:

- 14.1 Parents must accompany their students to receive the hearing services provided by the Education Bureau.

15. Shooting and Recording:

- 15.1 During diversified learning activities, photos and videos of students may be taken for informational and educational purposes. In addition to intramural use for reviewing teaching and therapeutic training effectiveness, the data may be used for extramural professional sharing, and published in the school publications, websites, and social media pages.
- 15.2 With parents' consent, the school will take photos and videos of students during learning and treatment for public education or professional education.

16. Services of Other Organizations:

- 16.1 For parents who have applied for the Financial Assistance Schemes for Primary & Secondary Students implemented by the Student Financial Office, if you receive the "Eligibility Certificate" issued by the Office, please complete the certificate and return it to the school for follow-up. For parents who have received the subsidy last school year and have continued to apply for the scheme this year. If you receive the "Notification of Result" issued by the Office, please return it to the school for follow-up.

17. Other:

- 17.1 School staff shall not solicit or accept any advantage such as gift, fee, reward or commission consisting of money at work. Both the recipient and offeror shall also be guilty of an offence and will be prosecuted for violating the Prevention of Bribery Ordinance. If parents wish to express their gratitude to the staff, they are welcomed to write thank you cards or give feedback verbally.
- 17.2 The school will issue notices to inform parents about school payment. Students are not encouraged to bring excessive amounts of money or valuables back to school.
- 17.3 School has formulated "Policy for the Prevention and Handling of Sexual Harassment in Schools" in accordance with circulars issued by the Education Bureau. The Incorporated Management Committee does not allow sexual harassment in subsidized schools. Once sexual harassment occurs, everyone in the school has the right to complain.
- 17.4 The school encourages parents to express their opinions and feelings to the school through various channels. Even if the school has a mechanism and communication channel, parents can still make a complaint to the school according to the situation. Therefore, the school introduced the Education Bureau's "Pilot Project on Enhancement of Complaint Management in Schools" to formulate "Guidelines for Handling School Complaints" so that appropriate follow-up can be made when necessary. Parents can check the guidelines from the school information column on the school webpage.
- 17.5 The school welcomes parents to give suggestions regarding student learning, treatment, school affairs, or improvement of school services. If you have any suggestions, please contact the teachers, social worker, or principal at School Tel: 2742 4470. Parents can also get access to various announcements and school information through the school website [www.lys.edu.hk](http://www.lys.edu.hk).
- 17.6 Before students' enrollment, the parents will sign the consent on School Admission Confirmation, Informational and Educational Recording, Use of Restraints,

Diversified Extramural Learning Activities and Handling of Emergency Situations, etc. If parents want to inquire about the content or change their wishes, please feel free to contact the teachers, social worker or principal.

- 17.7 If parents want to discuss the application for financial support for students' learning and nursing, please contact the school social worker at any time.
- 17.8 Please pay attention to the notes for parents distributed by the school at the beginning of every school year.

Yours faithfully,  
Caritas Jockey Club Lok Yan School

